



U.S. Mission AMERICAN EMBASSY, NEW DELHI, INDIA

Announcement Number: New Delhi-2018-069

Position Title: Registered Nurse/Nurse

Opening Period: November 14, 2018 – November 29, 2018

Series/Position/Grade: LE-510/DLA-502028/9

Salary: Rs. 938,448 (annual salary)
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

For More Info: Human Resources Office
Mailing Address: Human Resources Office (Recruitment Team)
C/o U.S. Embassy, Shantipath, Chanakyapuri, New Delhi – 110021.
E-mail Address: NewDelhiVacancies@state.gov

Who may apply: All Interested Applicants/All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite - subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Embassy in New Delhi is seeking an individual for the position of Registered Nurse/Nurse in the Health Unit (HU).

The work schedule for this position: Full Time; 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent works in the Medical Unit under the direct supervision of the Regional Medical Officer (RMO) or Medical Provider (MP). S/he serves as the post's nurse with responsibilities that include the medical care of Mission employees and eligible family members under MED approved clinical guidance, as well as maintenance and inventory of all medical equipment and supplies, implementation of a robust vaccination program, administration of group and individual health education programs, and medical emergency contingency planning for the Mission.

Qualifications and Requirements:

Education:

Completion of Degree (Registered Nurse level) in Nursing or Diploma/Certificate equivalent from an accredited School of Nursing is required. Must possess and maintain a valid nursing license or a current unrestricted Registered Nurse license from the Host nation, country of origin, or the United States.

(Please provide copy of the current and valid license. Applications that do not include copies of the valid license will not be acceptable).

Requirements:

Two years of post-qualification work as a professional nurse is required.

Level III (Good Working Knowledge) in English (Speaking /Reading/Writing) is required.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

****** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

ADDITIONAL EMPLOYMENT CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO CONFLICTS OF INTEREST, NEPOTISM, BUDGET, RESIDENCY STATUS, ETC.:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. The candidate must be able to obtain and hold a local security certification and medical clearance.

HOW TO APPLY: Applicants must submit a Universal Application for Employment (DS-174), which is available on our website [https://Universal Application For Employment\(UAE\) \(Form-DS-174\)](https://UniversalApplicationForEmployment(UAE)(Form-DS-174)) or by contacting Human Resources. (See “For Further Information” above). Applicants should electronically (or otherwise) submit the documents listed below along with the DS-174.

To save paper and ink HR has taken an initiative and we need your cooperation to make it a success. We request you to submit an electronic application. Applications submitted in hard copy will also be considered. However an electronic application would be appreciated.

The electronic version of application could be Word File or a PDF version (hand filled scanned copy) from your email address to NewDelhiVacancies@state.gov

WHERE TO APPLY:

Human Resources Office	Recruitment Team
Mailing Address:	Human Resources Office (Recruitment Team), C/o U.S. Embassy, Shantipath, Chanakyapuri New Delhi- 110021
E-mail Address:	<u>NewDelhiVacancies@state.gov</u>

Applicants applying electronically (via email) will have to send their applications at NewDelhiVacancies@state.gov. Please insert the **VACANCY ANNOUNCEMENT NUMBER & FULL NAME (First Name/Last Name)** in the Subject line of the E-mail. **Applications without this information in subject line or with incorrect Vacancy Number will not be accepted. The vacancy announcement number for this position is 2018-069.**

Mandatory/Required Documents: Please provide the required documentation listed below with your application DS-174:

- DS-174 - Complete duly filled form
- Proof of citizenship / Residency and/or Work Permit - Eligibility to work in India (Applicable to all nationals including host country nationals): Please attach a copy (please do not attach original documents) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO), PAN Card, Voter's ID, Passport copy, Aadhaar Card/Country identification or equivalent).
- Degree with mark sheets/Educational documents
- Certificate or License (if applicable)

- All applicants must disclose any family member that works for the U.S. Embassy. Failure to do so could result in separation from employment (for definition of the relative please refer to the instruction page found on the Website and SharePoint).

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: To request for the position description and or any inquiry regarding this position and the hiring process, please send an email to NewDelhiRecruitmentInquiry@state.gov

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding and your interest in working at the U.S. Embassy in New Delhi.